

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, January 27, 2005, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

Sheriff	Eileen Hirst	Police	Al Pardini
MOCJ	Murlene Randle	DOSW	Emily Murase
MOCJ	Rod Seymore	DTIS	Walt Calcagno
Adult Probation	Jahangir Khan	DTIS	Yolanda Scheihing
District Attorney	Martha Knutzen	IT PM	Al Corker
Public Defender	Rene Manzo	Coordinator	Paula Itaya

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:15 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted that no members of the public are present today, although the meeting had been duly announced and posted. She said that since the public is not present, it would not be necessary to call for public comment after each agenda item.

Adoption of Agenda - Action Item

Murlene Randle moved to adopt the Agenda. Emily Murase seconded the motion, which was approved unanimously by the members. The Agenda was adopted as submitted.

Adoption of Meeting Minutes - December 16, 2004 - Action Item

Murlene moved to adopt as final the draft of Minutes of the meeting of December 16, 2004. Al Pardini seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

Executive Sponsor Update - Discussion/Action Item

Murlene presented a budget update. Murlene said that the release of the reserved funds has not occurred as yet. Murlene said that Rod Seymore has been working closely with the Budget Analyst's Office and has prepared a draft of a proposal to be submitted. In addition, MOCJ is still working on an accounting system for the integrated budget. There have been some unavoidable delays. The Fiscal Officer who was on loan to MOCJ for this task transferred to another department, the Public Utilities Commission (PUC). He was making good progress on the accounting system design and an attempt will be made for PUC permission to allow his continued involvement with the MOCJ design. Murlene said that she is sure that a solution would be found shortly, and the system would soon be up and running.

MOCJ would be appearing before the Finance Committee on February 16th for release of the reserve. Murlene said that as the responsible party, the Project Manager and Sponsor, she must show that MOCJ has control of the JUSTIS budget and the agreement of departments. She said that she needs the cooperation of every department to ensure that the budget process is completely transparent. For example, MOCJ will need an MOU with the Police Department regarding the expenditures of funds for their case management system. MOCJ will want permission from the Department to access some General Fund and grant monies. MOCJ will pay JUSTIS-related bills based on department approval of work performed for that department. Murlene said that as part of the process of responsibility, MOCJ is to be notified of any meetings, and kept informed of any matters related to JUSTIS. The intense involvement of MOCJ with departments would have beneficial results for departments as well as for the Project as a whole.

Murlene said that they would have to get an extension of the COPSMORE grant, which may involve an audit. The Finance Committee has had many additional questions as well. They were advised to postpone their appearance before the Committee until they were ready to answer any question about JUSTIS, and especially its financial history from its inception. Murlene enumerated the members of the Finance Committee as they have changed at the beginning of the year. Supervisor Ammiano is the Chair. Murlene thanked Walt Calcagno and Rod for their diligence in performing all of the historical research and the gathering of background materials needed to support the MOCJ presentation.

Technical Steering Committee (TSC) Update - Discussion/Action Item

Rod said that he had intended to be away from the meeting today and deferred the TSC update to Walt Calcagno and Al Corker.

Walt said that they are working on the establishment of the JUSTIS HUB. He said that there would be a need for the expertise of outside consultants to perform some of the work to be done. To that end, DTIS has been working with the City Attorney to ensure that the processes of hiring consultants and the use of grant funds conform to the correct procedures for those activities. As has been mentioned, they would be seeking a modification of the COPSMORE grant, so that expenditures for the Public Defender case management system could be included. They are working with the Public Defender to meet some February deadlines for the vendor. In addition, they would try to modify and redirect the server consolidation grant to enable funds to be allocated to the Sheriff Jail Management System and Police Record Management System.

District Attorney - Yolanda Scheihing said that the Department is working with the vendor to iron out some details, and they expect to have the system ready for use in two to three months. Yolanda said

that they are still working on their training manual and will be finishing the remaining templates for documents.

JUSTIS HUB - Al Corker said that they were ready to start work after the last Council meeting; however, there have been some delays due to COIT's requiring some different methods, which required language changes to the document, and the City Attorney's subsequent review of those changes. City Attorneys Amy Ackerman and Nicole Chapman have had various questions to be resolved and reevaluations of statements of work to be done. This back-and-forth has taken weeks. Al said that he now hopes to have the documents completed by the end of next week for the product - the middleware components, which will bind together the client server applications for the departments. He said that he and Walt have sounded out some of the vendors regarding the technology of accessing the data and the tools to be used, and he thinks that it would be possible to contain the project within the current budget. Al added that the DOSW portal would be hitting the middleware component and would be further clarified once the work commences.

In answer to a question regarding the next steps, Al reviewed the process that had taken place. He said that when they first had the document "finished," working with Ms. Ackerman, which went smoothly, they then attempted to clarify the vendor contacts that had been made. When they inserted the COIT suggestions into the document, and had the City Attorney review that, different conclusions were drawn, requiring additional rewriting. Al said that there is now one piece left that is being reviewed. If it is found to be satisfactory, the document can be released, and local purchasing rules would apply. Al said that Rod is in contact with Ms. Chapman of the City Attorney Contracts Division. Rod said that Ms. Chapman is generally satisfied with their responses and there remains only one final area to be resolved. Al said that it would not take long to reconstruct the document, if that is required to be done. However, the RFP process, if required, would take sixty to ninety days. Al said that the City Attorneys have different points of view and have raised different questions, which is understandable, but the process has been unexpectedly time-consuming.

Sheriff's Department - Eileen said that the Sheriff's Department has entered into a cooperative relationship with the Police Department. The Sheriff will be using an enhanced version of the Jail Management System that is packaged with the Records Management System chosen by the Police. She said that negotiations have been successful and they are in contract with New World Systems. Eileen said that they are encouraged to be this far along and expect a positive outcome for their system.

Police Department - Al Pardini said that the vendor has completed 12B compliancy requirements and negotiations are almost completed. Al Corker added that the Office of Contract Administration process will require a letter of encumbrance. The acquisition of the Police system ends the buying cycle for JUSTIS. Future purchases would be included in standard project management provided by vendors in the departments.

CLETS - The goal is to replace the current CLETS and STRATUS systems with a new TCP/IP process. There is an eighteen month transition period for migrating to the new process. CLETS would be accessible through JUSTIS and through personal computers. Users would have to upgrade equipment, licenses and software within their departments and agreements with the Police Department. Many outside agencies would be affected as well as would the local criminal justice community. Al Pardini said that the Police Department would notify departments regarding the process, costs and other pertinent information as soon as the costs and specifications are known to them. Yolanda noted that departments are preparing budgets now for the next fiscal year (FY 05 - 06). Al Pardini said that transaction-tracking costs are difficult to predict and could be high. Martha Knutzen requested that

she be included in the notification loop. A question was asked about encryption requirements. It was thought that encryption was to be part of the mobile environment. Al Corker said that they were looking at end to end transactions, which should be more secure. He added that if encryption were required by the State, it would be built into the contract in query updates.

DOSW - Emily asked when DOSW could expect some test data. Al said that DTIS would be creating a statement of work and schedule for the web portal called the "Domestic Violence Query and Reporting Service." Acknowledging that the HUB work has not yet been scheduled or purchased, Al said that it most likely would take six to nine months. He added that it would not be cost effective to pursue the system data presently available.

New Business- No new business was presented to the Council.

Adjournment- Juvenile Probation, Superior Court and ECD were not represented at the meeting. The next Council meeting is scheduled for Thursday, March 10, 2005, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Martha moved to adjourn the meeting. Eileen seconded the motion. The meeting was adjourned by unanimous consent at 10:50 a.m.